



City of Long Beach – Youth Opportunity Center **Spring 2005 Internship Program**

“Inspired interns today. Your workforce tomorrow.”

INTERNSHIP FACTS

What is the cost to my business and who will provide insurance?

There is no cost for businesses to participate, and the City of Long Beach will provide liability and compensation insurance.

What are some of the benefits of the intern to my business?

- Creates a candidate pool for future hiring
- Provides first hand knowledge of abilities of potential future employees
- Enhances functions of the company by providing extra peoplepower
- Creates a way for employees to "give back" to the community
- Strengthens relationship with youth in the community

What is the time period for the Spring Internship Program? February 1st – June 17th

How many hours will the interns work? Approximately 8 hours each week.

How will I know I am getting a qualified intern?

Interns will range in age from 16-24 years, and would have participated in a program orientation and a 20-hour work-readiness training component prior to being placed at your work site.

Will interns receive job coaching while interning with my business?

Yes, interns will attend a weekly job coaching class during their internship assignment.

How will the intern benefit from the internship?

- Provides work experience and strengthens background in areas of interest
- Creates a springboard to academic or career choices
- Provides a "real life" experience with a short term commitment
- Provides potential work-related references and future work opportunities
- Interns currently in high school may receive 10 units of school credit
- All interns will receive a Skills Certificate upon completing the program

What type of duties may an intern perform?

- Clerical duties - data entry, filing, photocopying, research
- Customer service - receptionist, store clerk
- Working with children
- Construction, repair, maintenance
- Special projects and general assistance

For additional information, contact Kristen Major, Business Liaison, at (562) 570-4733, (562) 570-4744 Fax, or at kristen_major@longbeach.gov.